



SPECIAL ALCOHOL PERMIT

Today's Date: _____ Facility: _____
Date Requested: _____ Start Time: _____ End Time: _____
Type of Event: _____ Estimated Attendance: _____
Applicant Name: _____ Organization Name: _____
Home Phone: _____ Work Phone: _____ E-mail: _____
Address: _____ City: _____ Zip: _____

Event Sponsor _____ Cell Phone: _____ E-mail: _____

Event Sponsor Responsibilities

1. The event sponsor (or the persons designated in writing by the event sponsor at least two (2) weeks prior to the event) will attend the event, be the designated contact person for City staff and be responsible for making decisions regarding the operation of the event. Because of the event sponsor's responsibilities, the event sponsor shall not be intoxicated at any time during the event.
2. The event sponsor is responsible for the conduct and behavior of all participants and guests involved in the rental activity and ensure that no one under the age 21 will be served alcohol or are in the possession of alcohol.
3. It is the responsibility of the event sponsor to (1) ensure compliance with all WSLCB rules, regulations and permit conditions; (2) ensure compliance with all City rules, regulations and permit conditions; and (3) provide adequate security and supervision for all persons at the event. The City has the right to shut down and terminate the event if the event sponsor fails to comply with these responsibilities or if any illegal activity occurs at the event.

The Permittee agrees to comply with the terms and conditions of **Exhibit A** of this Permit.

Signature of Permittee: _____ Date: _____

Permit Approved by: _____ Date: _____
(Recreation Superintendent)

☐ Permit approved with the completion of the requirements listed below

Special Alcohol Permit Requirements (Required at least two (2) weeks in advance of the event):

- ☐ Signed Facility Rental Contract Received
- ☐ Certificate of Insurance naming the "City of Shoreline" as the Certificate Holder Received.
- ☐ Washington State Liquor Control Board ("WSLCB") Banquet Permit Received
- ☐ Outdoor Facilities Only - \$200.00 Alcohol Fee and \$18.50 Supervision Fee Received
- ☐ Other _____

Permit Final Confirmation by: _____ Date: _____
(Facility Scheduler)



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EXHIBIT A: TERMS AND CONDITIONS

Facilities - The following are the City of Shoreline facilities at which the serving or consumption alcohol may be approved during rental hours with the required permits and fees:

- Indoor Facilities
 - Richmond Highlands Recreation Center
 - City of Shoreline City Hall
- Outdoor Facilities
 - Richmond Beach Terrace
 - Cromwell Park Amphitheater

Permits & Fees Required to Serve and/or Consume Alcohol at City of Shoreline Facilities

- Indoor Facilities
 - An approved Special Alcohol Permit with a current Certificate of Insurance and Banquet Permit
- Outdoor Facilities
 - An approved Special Alcohol Permit with a current Certificate of Insurance and Banquet Permit
 - \$200 (non-refundable) Outdoor Alcohol Fee – In addition to regular picnic area fees.
 - \$18.50/Hour Rental Monitor Fee – In addition to regular picnic area fees.

Special Alcohol Permit

Any person or entity seeking to host an event at a City of Shoreline facility at which alcohol will be served and/or consumed must complete and submit a Special Alcohol Permit for approval. The applicant understands that completing the Special Alcohol Permit does not guarantee permission to have alcohol during the event. The permit application must be approved by the City prior to your event. It may be approved as is, may require additional conditions or even denied. The applicant must meet all obligations, terms and conditions, rules and regulations listed on the Special Alcohol Permit.

Procedure for obtaining approved Special Alcohol Permit

1. Sign and return the Facility Rental Contract including all rental fees, deposits, and extra alcohol fees.
2. Submit the Special Alcohol Permit at least (2) weeks prior to the date of the event for approval.
3. Provide a Certificate of Insurance that names the “City of Shoreline” as the Certificate Holder and provides proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate at least two (2) weeks prior to the event.
4. Obtain and provide a copy of the WSLCB Banquet Permit a minimum of two (2) weeks prior to the event to the Facility Scheduler for the Parks Department.
5. After requirements 1-4 above have been met the application will be reviewed by the Parks Department and a Special Alcohol Permit may be issued to the Event Sponsor.

Rules and Regulations

1. A City Facility Attendant (21 years of age or older) will be present during your event as the designated contact person for the City.
2. Alcohol service includes beer (in individual bottles and cans, no kegs), wine, and champagne only. Liquor and other alcoholic beverages are prohibited.

3. All rental groups must obtain a Washington State Liquor Control Board Banquet Permit and all alcohol service must comply with the following guidelines:
 - a) Attendance must be by invitation only
 - a) The event may not be open or advertised to the public.
 - b) Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted.
 - c) The event cannot be for business promotions.
 - d) Liquor must be purchased from a retail store at full retail price.
 - e) Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals.
4. All rentals with alcohol service require a Certificate of Insurance that names the "City of Shoreline" as the Certificate Holder and provides proof of commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.
5. Alcohol service must stop thirty (30) minutes before the designated end time of your rental.
6. **Indoor Facilities** - All alcohol must be consumed within the Richmond Highlands Recreation Center or City Hall. Alcohol is prohibited in Richmond Highlands Park and outside City Hall, except by permission of the Parks & Recreation Director or his/her designee. Alcohol service may be requested during the following times at indoor facilities:

Monday-Thursday	5:00pm-10:00pm
Friday	5:00pm-12:00am
Saturday	12:00pm-12:00am
Sunday	12:00pm-10:00pm
7. **Outdoor Facilities** - All alcohol must be consumed within the designated areas at the Richmond Beach Terrace and the Cromwell Amphitheater. Alcohol is prohibited outside the approved designated alcohol consumption area at Richmond Beach Saltwater Park and Cromwell Park. Alcohol service may be requested at outdoor facilities Monday-Sunday from 9:00am-Dusk.

Additional fees for alcohol service at outdoor facilities include:

- \$200 Alcohol Fee per Rental
 - \$18.50/Hour Supervision Fee
8. This permit and any and all required state permits must be displayed in a conspicuous place during the rental. It is the sole responsibility of the applicant to obtain and post the permit.
 9. The City may require trained alcohol servers for the event and may specify the minimum number of trained alcohol servers required to work the event. For the purpose of this Policy, "trained alcohol server" means any person holding a valid Class 12 Mixologist Permit issued by the WSLCB. The requirement for trained alcohol servers is at the discretion of the Director of Parks, Recreation and Cultural Services.
 10. The City of Shoreline may require reasonable security measures for the duration of the event. The event sponsor will be responsible for providing and paying for all security measures required by the City.
 11. Alcohol service that has not been approved by the City or does not meet the requirements contained in this permit may result in immediate cancellation of the rental, forfeiture of the damage deposit, and/or additional fees.
 12. Failure to follow the requirements of this permit may result in its immediate termination.